



ENGINE FORUM **KOBE**

Exhibitor Guide

October 25 – 26, 2022

Kobe International Exhibition Hall No.3 Building

6-11-1, Minatojima-nakamachi, Chuo-ku,
Kobe, 650-0046, JAPAN

EVENT SCHEDULE & AGENDA

RECEPTION DESK

BOOTH SET-UP

BOOTH DETAIL

ADDITIONAL FEATURES

LUNCH

NETWORKING

SHIPPING

MOVE OUT

ACCESS TO THE VENUE

EVENT SCHEDULE & AGENDA

Tuesday, October 25

SEMINARS & B2B MEETINGS / WORKSHOPS

08.00am: Welcoming of Participants
09.00am – 12.30pm: Seminars
12.30pm: Lunch break
02.00pm – 06.00pm: One-to-one meetings
Workshops
06.30pm – 08.00pm: Networking Mixer with cocktails

Wednesday, October 26

B2B MEETINGS / WORKSHOPS

08.00am: Welcoming of Participants
09.00am – 12.30pm: One-to-one meetings
Workshops
12.30pm: Lunch break
02.00pm – 05.30pm: One-to-one meetings
Workshops
05.30pm – 07.00pm: Move out

	Monday, October 24	Tuesday, October 25	Wednesday, October 26
Move-in	02.00pm - 06.00pm		
Access to Exhibition Hall		08.00am - 06.00pm	08.00am - 05.30pm
Move-out			05.30pm - 07.00pm

RECEPTION DESK

Please download the exhibitor pass and meeting schedule from the participant page, print them out, and bring them with you on the day of the event. The QR code on the badge will be checked at the entrance gate.

Pass folders and straps will be distributed at the venue.




BOOTH SET-UP

Engine Forum Kobe offers solid panel booths. We strongly recommend you to bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance. Noisy machines or sound systems are not allowed. Also, please make sure that all equipment and graphics you will bring can fit within your booth.

Set up time will be from **02:00 PM to 06:00 PM on Monday, October 24**. For exhibitors unable to make it on Monday, it is recommended to arrive at the venue at **8:00 AM on Tuesday, October 25** to complete the set up and personalize their booths.

BOOTH DETAILS

Each wall panel measures **1m (3.3ft) wide and 2.5m (8.2ft) high**. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out.

Basic Package 6sqm Booth 3m x 2m (9.84ft x 6.56ft)	Deluxe Package 12 sqm Booth 6m x 2m (19.68ft x 6.56ft)	Premium Package 24 sqm Booth 6m x 4m (19.68ft x 13.12ft)
		
<ul style="list-style-type: none"> -1 Spotlight -1 Table* with white tablecloth -3 Chairs -Carpet -Fascia Board -Electric outlet is required to apply <p>* (W1500mm x D600mm x H700mm)</p>	<ul style="list-style-type: none"> -2 Spotlights -2 Tables* with white tablecloth -6 Chairs -Carpet -Fascia Board -Electric outlet is required to apply <p>* (W1500mm x D600mm x H700mm)</p>	<ul style="list-style-type: none"> -2 Spotlights -2 meeting sets -(1 table + 4 chairs) -1 reception desk – 1 highchair -Carpet -3 Company signs -1 electric outlet (500W)

In order to customize your space, we strongly recommend you bring graphics. You must bring necessary materials to hang your graphics (chains, adhesives and so forth). **It is strictly forbidden to drill into the panels.** Your booth is not equipped with an electric outlet except for the Premium Package. You may order an electric outlet under "ADDITIONAL FURNITURE" below.

ADDITIONAL FURNITURE (ELECTRIC OUTLET)

• **Default furniture:**

You may trade your default furniture or order additional equipment at your own cost.

The booth is not equipped with an electric outlet except for Premium Package.

• **How to place an order:**

■ Basic & Deluxe package :

https://www.kobe.bciaerospace.com/images/downloads/Option_manualBasicDelux.pdf

■ Basic & Deluxe package in Japanese :

https://www.kobe.bciaerospace.com/images/downloads/Option_manualBasicDelux_JP.pdf

[Decoration]

Contact :

Akiko ITO

aito@advbe.com

[Additional furniture & Electric outlet]

Contact:

Kazuma SAKAI

sakai@daiwa-web.co.jp

[Notice]

Deadline of application for the electric outlet, additional furniture, and decoration: **October 7**

Deadline of payment for the electric outlet, additional furniture, and decoration: **October 14**

LUNCH

There is **no seated lunch organized by BCI Aerospace**, however there is a restaurant (Marina Square) on the 1st floor of the Hall No.1 Building or convenient store in the area. Also a link for other restaurants in the area.

-Restaurant Marina Square

<http://shin-ei-foods.co.jp/shop/marina-square.html>

-Convenient Store around the Venue

<https://kobe-cc.jp/kcc/wp-content/uploads/2017/11/syuhon.pdf>

-Restaurants around the Venue

<https://kobe-cc.jp/en/visitors/local-area-guide/>

NETWORKING

Date: October 25

Time: 6:30pm to 8:00 pm

Venue: ANA CROWNE PLAZA HOTEL KOBE 10F (The Ball room)

ANA CROWNE PLAZA HOTEL KOBE

1 Kitano-cho, Chuou-ku, Kobe 650-0002

TEL:078-291-1121

Cocktail beverages are available.

Shuttle bus is available to the hotel.

Departure from the venue	5:30pm and 6:10pm
--------------------------	-------------------

INTERNET

Free WIFI is available for all participants.

The network name and WIFI password information will be provided on your badge

SHIPPING

Be sure to have your materials delivered from 9:00am on October 24. Any earlier deliveries will not be accepted. Please send to the address below and **add the name of the event as well as your company name** on the label:

« ENGINE FORUM KOBE +YOUR COMPANY NAME»

Kobe International Exhibition Hall No.3 Building

6-11-1, Minatojima-nakamachi, Chuo-ku,

Kobe, 650-0046, JAPAN

Materials and equipment must be picked up: **October 26 (from 05:30pm)**

MOVE-OUT

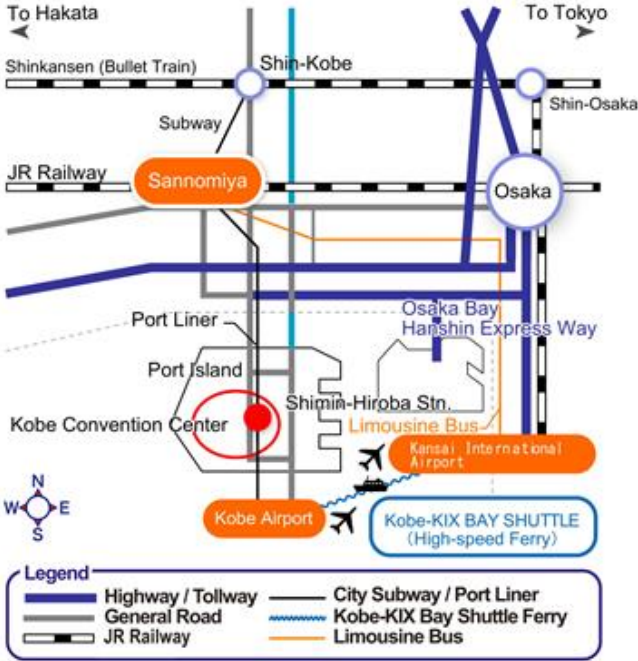
Exhibitors must have **ALL** their belongings and equipment cleared from the booth by **07:00pm** on October 26

NOTE: You are recommended to attend to your belongings at all times. **Advanced Business Events** shall not be responsible for any theft or damage caused to your equipment. Any materials or equipment left or unattended **by 9:00 pm on October 26** will be taken to a place the organizer deems appropriate at the participant cost and risk.

ACCESS TO THE VENUE

Kobe International Exhibition Hall No.3
 6-11-1 Minatojimanakamachi, Chuou-ku, Kobe-city 〒650-0046

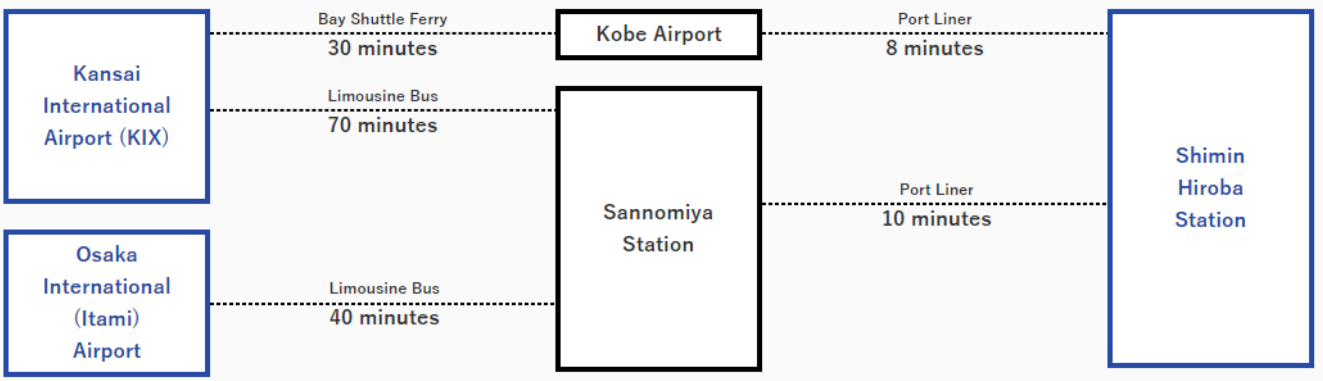
ACCESS TO THE VENUE



SURROUNDING AREA MAP

<https://kobe-cc.jp/kcc/wp-content/uploads/2017/11/syuhen.pdf>

By Air plane



By Shinkansen (Bullet train)

